

Idea Manager/Employee Suggestion System

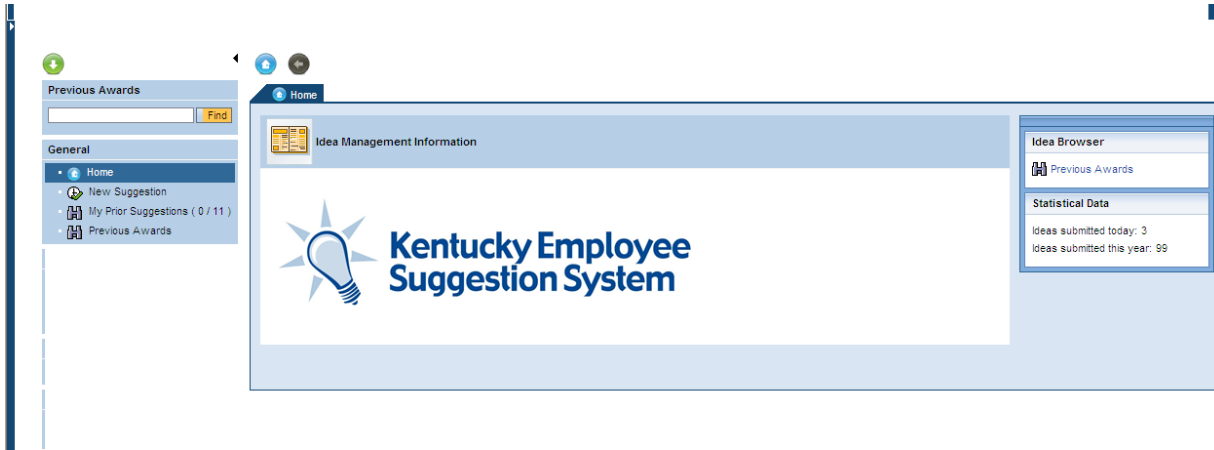
Employee Guide

Enter a New Suggestion

1. Log onto Employee Self Service (ESS)
2. Choose the 'Employee Self Service' tab


Employee Suggestion System

3. Click 'New Suggestion'



4. Enter your 'Work phone number'.
5. Click the 'Anonymous Submitter' checkbox if you wish to remain Anonymous, otherwise, move to the next step.
6. Click 'Next'.

This is the 'New Suggestion' form, Step 1: Submitters. It includes a progress bar at the top with five steps: 1. Submitters, 2. Suggestion Information, 3. Attachments, 4. Check, and 5. Confirmation. The form fields include: 'Submitters' (a table with columns for Submitter, Work Telephone Number, and an 'Add' button), 'Anonymous Submitter' (a checkbox), 'Idea Team (Agency): *' (a dropdown menu with '0006' selected), and 'Coordinator' (a dropdown menu with '00034933' selected). At the bottom are 'Back' and 'Next' buttons.

Note: If you are submitting an Idea for a team, before clicking 'Next', add the other members of the team here. To do this, choose this icon  (looks like 2 pieces of paper), click 'Start Search'. Review the list and choose the person to add then click 'OK'.

This is a search window titled 'Submitter Personnel Number: General Val...'. It has tabs for 'Hide Filter Criteria', 'Personal Value List', and 'Settings...'. The 'Personal Value List' tab is active, showing fields for 'Last name' and 'First name', each with a dropdown arrow and a star icon. There is a checkbox for 'Restrict Number of Value List Entries To' with a value of '500'. At the bottom are 'Start Search' and 'Reset' buttons. At the very bottom are 'OK' and 'Cancel' buttons.

Or

Add another member by entering in a pernr and clicking 'Add'.

7. On the Suggestion Information step, complete:

- Suggestion Title** – This is the title given to your Suggestion that will differentiate it from other Ideas
- Current Condition** – Enter a brief description of the present condition that you are trying to improve with your suggestion. Describe what is currently happening today.
- My Suggestion** – Enter a detailed explanation of your suggestion. The more specific and descriptive you are the better.
- Savings** – Enter a specific explanation of the savings, improvement, or other area of opportunity that your suggestion will provide. This could be savings in time, money, people, etc.

8. Click 'Next'.

The screenshot shows the 'New Suggestion' form at Step 2, 'Suggestion Information'. A progress bar at the top indicates five steps: 1. Suggesters, 2. Suggestion Information (current), 3. Attachments, 4. Check, and 5. Confirmation. The form contains four main sections, each with a red asterisk indicating a required field:

- Suggestion Title:** Labeled 'Give your idea a distinctive Title', it has a text input field and a small icon of a lightbulb.
- Current Condition:** Labeled 'Briefly describe current condition, method, or practice.', it has a large text area.
- My Suggestion:** Labeled 'My suggestion for savings or improvement (be specific)', it has a large text area.
- Savings:** Labeled 'List savings in time, materials, or other benefits etc.', it has a large text area.

At the bottom of the form are three buttons: 'Back', 'Next', and 'Save as Draft'.

Note: 'Save as Draft' is an option you have at various points when creating a new suggestion. This option gives you the ability to save your idea and complete at a later time.

The screenshot shows the 'New Suggestion' form at Step 3, 'Attachments'. The progress bar at the top shows Step 3 is the current step. The form asks: 'Are there any supporting documents you wish to include with the suggestion?'. Below this is an 'Attachments' section with a table for listing files:

Attachment Title	File	Browse...	Upload
Attachment Title	Key	File Size	

Below the table, it says '[X] No files attached yet'. At the bottom of the form are three buttons: 'Back', 'Check', and 'Save as Draft'.

9. Any attachments you have to support the idea should be attached using this page in the Attachments step. Use the 'Browse' button to search for the file on your computer and then the 'Upload' button to add it to the idea.
10. Click 'Check'.
11. The Check step gives you the opportunity to review the data that you've entered on the previous steps. Review and click either 'Save as Draft' or 'Send'.

New Suggestion

1 2 3 4 5
Suggesters Suggestion Information Attachments **Check** Confirmation

Basic Data

Submitters:

Submitter		Work Telephone Number
00036711	Gena Britain	5025505555

Anonymous Submitter: ☐

Idea Team (Agency): * 0006

Coordinator: 00036711 Gena Britain

Description

Suggestion Title: one

Current Condition My Suggestion Savings

one

Attachments

Are there any supporting documents you wish to include with the suggestion?

Attachment Title	Key	File Size
No files attached yet		

Back Next Save as Draft Send

12. Congratulations you've entered a new Suggestion!

New Suggestion

1 2 3 4 5
Suggesters Suggestion Information Attachments Check **Confirmation**

Confirmation

Idea 00010141 successfully created

✓

New Suggestion Home Page

Search 'My Prior Suggestions'

1. Click 'My Prior Suggestions'

Previous Awards

Find

General

- Home
- New Suggestion
- My Prior Suggestions (0 / 14)
- Previous Awards

2. All your prior suggestions will appear in the bottom section of the screen.

My Prior Suggestions

Find

Find: AND Query

More Select Options

Find View: All of my Ideas

Results (Number of entries found: 14)

Idea	Subject	Idea Team (Agency)	Submitter	Subm. Date	Status	Suggestion
00010141		Justice & Public Safety	Gena Brittain	05/08/2012	New Suggestion: 05/08/2012	one
00010123	Highway Equipment	Justice & Public Safety	Gena Brittain	05/07/2012	Implemented: 05/07/2012	d
00010111		Justice & Public Safety	Gena Brittain	05/07/2012	New Suggestion: 05/07/2012	word
00010073	Audits	Justice & Public Safety	Gena Brittain	04/11/2012	Award given: 04/11/2012	This is my suggestion title
00010072	Advertising	Justice & Public Safety	Gena Brittain	04/11/2012	Award given: 04/11/2012	I'm typing this for someone else
00010071	Highway Equipment	Justice & Public Safety	Gena Brittain	04/11/2012	Implemented: 04/11/2012	The suggestion title is cool
00010069	Advertising	Economic Development	Gena Brittain	04/06/2012	Coordinator: 04/06/2012	This is the Suggestion Title
00010068	Highway Equipment	Labor	Gena Brittain	04/06/2012	Coordinator: 04/11/2012	My wonderful suggestion title
00010067		Labor	Gena Brittain	04/06/2012	New Suggestion: 04/06/2012	this is my title for my suggestion
00010041	Highway Equipment	Labor	Gena Brittain	03/26/2012	Coordinator: 03/26/2012	distinctive title
00010029		Labor	Gena Brittain	03/20/2012	New Suggestion: 03/20/2012	New One
00010028		Labor	Gena Brittain	03/20/2012	New Suggestion: 03/20/2012	New
00010016		Labor	Short, Brandon	03/19/2012	New Suggestion: 03/19/2012	Test Suggestion

3. To show all your prior suggestions where you were the first submitter, choose 'First Submitter' in the drop down and click 'Find'.

My Prior Suggestions

Find

Find: AND Query



More Select Options


Find View: First Submitter

Results (Number of entries found: 12)

Idea	Subject	Idea Team (Agency)	Submitter	Subm. Date	Status	Suggestion
00010141		Justice & Public Safety	Gena Brittain	05/08/2012	New Suggestion: 05/08/2012	one
00010123	Highway Equipment	Justice & Public Safety	Gena Brittain	05/07/2012	Implemented: 05/07/2012	d
00010111		Justice & Public Safety	Gena Brittain	05/07/2012	New Suggestion: 05/07/2012	word
00010073	Audits	Justice & Public Safety	Gena Brittain	04/11/2012	Award given: 04/11/2012	This is my suggestion title
00010072	Advertising	Justice & Public Safety	Gena Brittain	04/11/2012	Award given: 04/11/2012	I'm typing this for someone else
00010071	Highway Equipment	Justice & Public Safety	Gena Brittain	04/11/2012	Implemented: 04/11/2012	The suggestion title is cool
00010069	Advertising	Economic Development	Gena Brittain	04/06/2012	Coordinator: 04/06/2012	This is the Suggestion Title
00010068	Highway Equipment	Labor	Gena Brittain	04/06/2012	Coordinator: 04/11/2012	My wonderful suggestion title
00010067		Labor	Gena Brittain	04/06/2012	New Suggestion: 04/06/2012	this is my title for my suggestion
00010041	Highway Equipment	Labor	Gena Brittain	03/26/2012	Coordinator: 03/26/2012	distinctive title
00010029		Labor	Gena Brittain	03/20/2012	New Suggestion: 03/20/2012	New One
00010028		Labor	Gena Brittain	03/20/2012	New Suggestion: 03/20/2012	New

4. Additionally, to search for your submitted suggestions that were sent back to you, choose 'Back to Submitter' in the drop down and click 'Find'.

  My Prior Suggestions

 No idea selected

Find



Find: AND Query ▼

[More Select Options](#)

Find View: Back to Submitter ▼


Results


5. To see more search options, click the words 'More Select Options'


  My Prior Suggestions


Find

Find: AND Query ▼

Idea: To 

Idea Short Text: To 

Idea Team: To 

Submission Date: To 

Idea has ☐ Accounting ☐ CHRS ☐ Transportation ☐ Communications ☐ Technology ☐ Justice ☐ Payroll/Personnel ☐ Employees ☐ Facilities ☐ Office ☐ Health & Safety ☐ Tourism ☐ Other

[Less Select Options](#)

Find View: All of my ideas ▼

Results (Number of entries found: 46)

Export Print all

ID	Idea	Subject	Idea Team (Agency)	Subm. Date	Status	Suggestion
00010273			Labor	06/06/2012	New Suggestion: 06/06/2012	d
00010272			Labor	06/06/2012	New Suggestion: 06/06/2012	need email verbiage

Previous Awards

1. Click 'Previous Awards'
2. All your previous suggestions will appear here

Previous Awards

Find

Find: [] AND Query

Idea: [] To []

Idea Short Text: [] To []

Idea Team: [] To []

Submission Date: [] To []

Idea has

- ☐ Accounting
- ☐ CHFS
- ☐ Transportation
- ☐ Communications
- ☐ Technology
- ☐ Justice
- ☐ Payroll/Personnel
- ☐ Employees
- ☐ Facilities
- ☐ Office
- ☐ Health & Safety
- ☐ Tourism
- ☐ Other

Less Select Options

Find View: [Short Text]

Results (Display 30 Entries for 116 Hits; Restrict Search)

Idea	Subject	Idea Team (Agency)	Subm. Date	Status	Suggestion
00010268		Personnel	06/05/2012	Denied: 06/05/2012	deny
00010267		Personnel	06/05/2012	Award given: 06/05/2012	approve
00010266	Highway Equipment	Personnel	06/05/2012	Award given: 06/05/2012	Approve Admin
00010265	Highway Equipment	Personnel	06/05/2012	Award given: 06/05/2012	Approve Admin
00010264		Personnel	06/05/2012	Denied: 06/05/2012	Inform idea is ineligible

3. You can search Short Text (Suggestion), Date Submitted or Organization Assignment.

Find View: [Organizational Assignment]

Short Text

results (Display 30 Entries for 116 Hits; Restrict Search)

Date Submitted and Date Realized

Organizational Assignment

Print Version